

## AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

<b>HUMAN RESOURCES OFFICE</b> <b>KANSAS NATIONAL GUARD</b> 2722 SW TOPEKA BLVD TOPEKA, KS 66611-1287	<b>DATE</b>  12 DEC 2017	<b>ANNOUNCEMENT NO.</b>  15-2018
<b>OPEN TO</b> CURRENT MEMBERS OF THE KANSAS AIR NATIONAL GUARD	<b>APPLICATIONS WILL BE ACCEPTED UNTIL</b> 27 DEC 2017, 1500 HRS	
<b>MILITARY POSITION TITLE &amp; NUMBER</b> FM ACCOUNTING TECHNICIAN # 713547	<b>MIL AFSC &amp; GRADE</b> 6F071/MSGT	<b>APPOINTMENT FACTORS</b> See Below
<b>LOCATION OF POSITION</b> 190 <sup>TH</sup> CPTF FORBES FLD, TOPEKA KS 66619	<b>MINIMUM RANK</b> TSGT	<b>MAXIMUM RANK</b> MSGT
<b>SELECTING SUPERVISOR</b> SMSgt Douglas Stowe, FM Superintendent, 785-861-4542, douglas.s.stowe.mil@mail.mil		

### AFSC SPECIALTY SUMMARY

Provides financial decision support, services, and resources to support the Air Force's war-fighting mission. Performs, supervises, manages and directs financial management activities both at home station and deployed locations. Provides customer service. Maintains financial records for pay and travel transactions. Maintains accounting records and prepares reports. Determines fund availability and propriety of claims. Accounts for and safeguards cash, checks, and other negotiable instruments. Processes commitments and obligations, payments, and collections. Serves as financial advisor to commanders and resource managers. Compiles, analyzes, and summarizes data. Prepares and executes budget execution plans. Performs audits and implements fraud prevention measures. Related DOD Occupational Subgroup: 154100.

### AFSC DUTIES & RESPONSIBILITIES

Provides customer service. Advises, interacts and coordinates with organizations on financial matters. Interprets and supplements financial directives. Prepares, verifies, computes and processes, and audits pay transactions. Processes, verifies, audits travel claims, estimates travel costs, determines fund availability, and performs follow-up on outstanding travel orders for travelers.

Processes financial transactions. Performs follow-up on commitments, outstanding obligations, and processes disbursement and collection transactions. Disburses, collects, and safeguards cash, negotiable instruments and certified vouchers. Prepares accountability records and reports.

Determines propriety of funding and certifies fund availability. Records, reconciles, and verifies entries into automated systems based on accounting documents. Certifies and processes payment and collection vouchers. Maintains appropriated funds, accounting records, and files. Schedules, prepares, verifies, and submits financial reports.

Provides customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center. Reconciles funding authorities with accounting records.

Analyzes accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of Air Force activities. Develops and compiles factors for improved planning, programming and budgeting. Prepares budgets and execution plans and reports. Analyzes financial execution, identifies and explains variances, and prepares narrative justification to support financial requirements.

Reviews financial data for accuracy and resolves discrepancies. Receives, reconciles, and distributes funding authorities. Examines funding and reprogramming actions to determine financial implications. Reviews reimbursement program status.

Performs audits and reviews as required by directives. Administers the Air Force Management Control Program.

Utilizes financial management decision support techniques to deliver sound financial advice to all levels of leadership.

## QUALIFICATIONS

1. Applicant must meet all requirements of ANGI 36-101.
2. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
3. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
4. Military grade will not exceed the maximum authorized grade on the unit manning document.
5. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
6. Knowledge. Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions.
7. Education. For entry into this specialty, completion of high school with courses in mathematics, accounting, business law, ethics, and computer applications are desirable.
8. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.
9. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.
10. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.
11. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
  - a. Must be able to lift more than 40 LBS
  - b. ASVAB requirements: G ≥ 57
  - c. PULHES: 333333

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 190 Force Support Squadron, ATTN: Full Time Manning, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to [usaf.ks.190-arw.mbx.agr-applications@mail.mil](mailto:usaf.ks.190-arw.mbx.agr-applications@mail.mil). Applications will include:

- 1. Recent Report of Individual Fitness from the Air Force Fitness Management System (AFFMS)**
- 2. Signed NGB Form 34-1, Application for Active Guard Reserve (AGR) Position**
- 3. Record Review RIP (from vMPF)**

### NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

### FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SSgt Paula Conley, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153.

### EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.